

Appendix A

Office use only	
Main library code	
Branch code	
Updated:	

CONSTRUCTION PROJECT APPLICATION

Note: An application should be filed when needs assessment has been completed and the building program has been drafted. The application must be updated whenever additional information is available or changes are made. If the requested information is not applicable to the proposed project, indicate "n/app". If the requested information is not available at this time, indicate "n/avail". Upon approval of the initial application, the Office of Library and Information Services may indicate its intent to participate in a proposed construction project with a tentative commitment of funds. A formal agreement for state construction funding may not be signed until all required documentation has been provided, all funding required to complete the project has been obtained, and the Office of Library and Information Services has approved the final construction plans. A completed application for a project ready to have a formal signed agreement for construction to begin must include all information and signatures requested in Appendices A (Application) and C (Assurances). See Appendix O for a complete list of attachments to the Project Application.

The applicant, pursuant to the RHODE ISLAND GENERAL LAWS 29-6-6, as amended (see Appendix D), hereby applies for State funds from the allotment available to the State for construction of public library facilities, as described below. Public library facilities constructed with funds provided under this provision of the GENERAL LAWS shall continue to be devoted to public library purposes unless their use for another purpose is approved by the Office of Library and Information Services.

1. Legal name of applicant:

Library is:	Documentation provided:
a non-profit corporation <input type="checkbox"/>	
part of the city/town government <input type="checkbox"/>	

5. Is this proposed construction project included in the city or town's Comprehensive Plan (R.I.G.L. 45-22.2)?

☐ no. ☐ yes. A copy of the section(s) regarding the library should be attached as Appendix Q.

6. Physical location of proposed project:

Name:			
Address:			
City	State	Zip	

The current owner of this building is:

Name:			
Address:			
City	State	Zip	

Please attach a copy of the deed, any current or pending long-term lease agreements, or a description of plans to acquire or lease the site as Appendix R.

Type of Ownership for the proposed facility (Check one):

	Please specify:
<input type="checkbox"/> Legally established library board	
<input type="checkbox"/> Local or other unit of government	
<input type="checkbox"/> Other	

7. Population served by the proposed facility:

Currently	
Ten years from now (estimated)	
Twenty years from now (estimated)	

Source of population data: _____

8. Square footage:

	Current:	Proposed:
New construction	XXXXXXXXXXXXXXXXXX	sq. ft.
To be renovated	XXXXXXXXXXXXXXXXXX	sq. ft.
Other	XXXXXXXXXXXXXXXXXX	sq. ft.
Total	sq. ft.	sq. ft.

- 9. Description of proposed facility.** Submit a separate sheet describing all phases of the proposed project. Attach a description of the project, including its purpose, probable cost, and relation to existing facilities as Appendix S. Attach a copy of the draft or preliminary building program as Appendix T. The building program should be written with a 20-year planning horizon, and address the various kinds and square footage of space required for library services, including a chart indicating the library's current capacity by specific areas and square footage and the proposed capacity and square footage of those areas. (See Connecticut's **LIBRARY SPACE PLANNING GUIDE**, or other similar guides listed in the bibliography.)

Include the following categories as they apply to the proposed project:

- **Needs statement:** Indicate why this facility is needed, providing evidence that the proposed facility is located in an area which is without library facilities or which has library facilities which are not adequate to provide the required library services. Indicate other library facilities in the city, town or nearby communities that may provide services to the residents of the area, and how this facility will relate to those other library facilities. Specify how the proposed project will improve the supervision of the library space, services to users, and the effective use of space within the library. Photographs or slides may be submitted as part of the needs statement.



- **Architect:** Include a specific description of the architect's assignment and fees. Provide information regarding the architect's previous experience with library construction projects as Appendix V.
- **Library building consultant:** Describe the role of the library consultant, and how the consultant will be involved in the various phases of the project. Provide information about the consultant's previous experience with library construction projects as Appendix W.
- **Site:** Include a legal description of the site, site survey and soil investigation data. Provide an evaluation as to flood hazard, and indicate an interest in the site sufficient to assure its undisturbed use for public library purposes for not less than twenty years. Provide a map showing the current and proposed locations for the library within the city or town. Provide a proposed site plan, showing the lot, building location, parking, grading and connection to utilities.
- **New construction:** Describe the new construction which is planned. Identify any existing facility which is to be replaced and indicate the proposed disposition of such facility. Include any proposed architectural drawings or blueprints.
- **Expansion and remodeling and alteration:** Describe the nature and extent of additions to, or alterations of, existing facilities and the purposes to be served. Include any proposed architectural drawings or blueprints.
- **Equipment:** Describe the initial equipment to be purchased and show its proposed use in relation to the construction project.
- **Timetable:** Outline the proposed timetable for the project.
- **Accessibility:** Indicate how the facility will be accessible to the handicapped, with assurances that all requirements will be met. (See Appendix G-1.)
- **Historical Preservation:** Describe how any historical preservation issues will be addressed. If the proposed site is on the State Register of Historical, Architectural, and Cultural Sites, provide a copy of the material submitted to the Rhode Island Historical Preservation and Heritage Commission in accordance with R.I.G.L. 42-5-5 and a copy of its advisory opinion regarding the proposed project. (See Appendix N.)
- **Assurances:** Provide assurance that full compliance with federal and state regulations will be met. (See Appendix C, Assurances. Attach a completed copy of Appendix C to this application.)

10. Please describe possibilities for future expansion of this facility once the proposed project has been completed.



12. Project funding

Source	Currently available **	Projected	Total
Cash or appropriation	\$	\$	\$
Negotiable and non-negotiable securities	\$	\$	\$
Municipal Bonds	\$	\$	\$
Mortgage or other loan	\$	\$	\$
Grants	\$	\$	\$
Donations, pledges or bequests	\$	\$	\$
Other	\$	\$	\$
Total (should equal total project cost in number 11C above)	\$	\$	\$

**** Attach documentation as Appendix U to prove that these funds are currently available.**

Notes:

13. State reimbursement funding requested:

Total project costs (should reflect total project cost given in numbers 11 and 12 above)	\$
State reimbursement funding requested (no more than 50% of total eligible project costs (11A); no more than \$150 per square foot for new construction or \$125 per square foot for renovation and remodeling in 1998 constant dollars)	\$

Note: The estimate of total funds required in number 11 should be equal to the sum of the project funds projected in item number 12. **All funds necessary to complete the project must be available from other sources; state funds will be reimbursed after the completion of the project.**



17. Address where state funds will be deposited:

Organization:		
Mailing Address:		
City	State	Zip

Note: Any interest earned on funds deposited must be credited to the State of Rhode Island. In general, reimbursement payments are timed so that funds are available just before bond or mortgage payments are due.

18. Official accounts of receipts and disbursements for proposed construction project will be maintained by:

Name	Telephone number	Email address
Mailing Address:		
City	State	Zip

19. Architect:

Name	Telephone number	Email address
Mailing Address:		
City	State	Zip
State certified or registered?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Member A.I.A.?	<input type="checkbox"/> yes	<input type="checkbox"/> no

20. Library Building Consultant:

Name	Telephone number	Email address
Mailing Address:		
City	State	Zip

21. The applicant hereby gives assurance to the State agency:

- That actual construction work will be performed by the lump sum (fixed price) contract method, that adequate methods of obtaining competitive bidding will be employed prior to awarding construction contracts, either by public advertising or circularizing three or more bidders, and that the award of contracts will be made to the responsible bidder submitting the lowest acceptable bid;
- That the applicable Labor Standards will be included in all construction contracts in excess of \$2,000, that construction contracts in excess of \$2,000 will prescribe the minimum rates of pay for laborers and mechanics engaged in the construction of the project as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended, and the regulations issued pursuant thereto by the Secretary of Labor;
- That the project will not be advertised or placed in the market for bidding until the final working drawings and specifications have been approved by the Office of Library and Information Services;
- That the public library facilities constructed with funds provided under state law shall continue to be devoted to public library purposes unless their use for another purpose is approved by the Office of Library and Information Services;
- That library services provided in the proposed public library facility will be available free of charge and without discrimination to all members of the municipality or region served;
- That the public library will be eligible for grant-in-aid to cities and towns, meeting **MINIMUM STANDARDS FOR RHODE ISLAND PUBLIC LIBRARIES**;
- That the city/town government is providing adequate funds for the library to operate in this facility, and will, in the future, provide the funding necessary to operate the proposed facility, including staff, utilities, and other expenditures as needed; and

- 22. Having been considered and approved by the board of trustees, it was voted that this application be forwarded to the Office Library and Information Services, Rhode Island Department of Administration, this**

Signed _____
Chairman/President, Board of Library Trustees